1. Click the CALENDARS tab, then select OR
   If you are already in the CALENDAR tab, select

2. Select the “Building” calendar from the dropdown list:

3. Click Add New to enter search dates. The page displays (see below):
   - Select from Single or Recurring Meeting. Enter Start/End Time and Date.
   - If Recurring is chosen, select Day Pattern and Date Range.
   - Click OK

4. The selected meeting pattern information displays in the Meeting(s) section. Note: Click to delete the row.
5. In the **Search Filters** section, select an option from the **Search For:** dropdown list. Then, to add search criteria, click on by any of the **Location Fields** and/or **Equipment/Services Fields** that are listed. Select from the list and click **OK**. The following snapshot is an example of searching in CLEM Building.

![Search Filters Example](image)

6. Next, in the **Search Results** section, select **Event** or **Section** for the **Purpose of Search** field. Then, click **Search** to display the available rooms per your filter selections. The following snapshot is a sample of available rooms in CLEM building. While viewing the Search Results section, hover over the icon next to a room to display **Room Details**.

![Search Results Example](image)

7. In **Room Details**, you will be able to view more information about the room such as a picture, features, capacity, layouts, and contact email for the room, etc. Some rooms may
have access to Request Template or Policy Information web links.